

ADDENDUM NO. 4

DATE: October 2, 2013

TO: ALL PROSPECTIVE PROPOSERS

SUBJECT: ERP Implementation, Integration and Related Services
RFP No. 882

This addendum becomes a part of the subject RFP No. 882.

- A. Please find attached the attendance sheet for the Pre-proposal Conference for the subject RFP.
- B. Please see attached Form B-1 which was not included as part of the RFP.
- C. In Scope of Services - Section 2.4.2.3 - Data Conversion Services :
 - a. Delete last sentence of second paragraph – as the County does not request this information.
 - b. Revise the following row of the table:

Oracle PeopleSoft – existing implementation	All years	PeopleSoft
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With the following row:

Oracle PeopleSoft Human Capital (HCM)– existing implementation	All years	PeopleSoft
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- D. Replace Section 2.4.7 – Employee Training/Knowledge Transfer Services in its entirety with the following:

“Selected Proposer shall design, promote and employ the tools, classes and methods necessary to insure the completion of knowledge transfer, employee training activities and system documentation as needed during and by the completion of each phase of the ERP software solution implementation. Selected Proposer shall create and deliver a set of customized training courses designed to help familiarize the staff with the new ERP system, understand the relevance to their specific jobs and tasks and identify shortcuts that can be used to increase their familiarity and efficiency with utilizing the new ERP System. Selected Proposer shall provide a detailed training plan to include project team formal training, and user training.

Selected Proposer shall provide formal Oracle Certified Training and knowledge transfer for the County Core Project Team and those County employees that are designated as trainers. Refer to Attachment L – Oracle Certified Training Matrix.

Selected Proposer shall utilize a “train the trainer” approach for training the end users at large. Selected Proposer shall also guide and assist the County with the development of training materials to be used for the end-users, as well as participate in the end-user training delivery in a support role. Selected Proposer shall be responsible for the development of County-specific UPK content. The UPK tool shall be utilized for developing training material and potentially test script content. In addition Selected Proposer shall provide comprehensive change management training to all departmental and executive levels as appropriate. Refer to Attachment N – End Users Training Matrix.”

E. The following items are added to the Proposer Information document as items 11a and 53a:

- a. 11a. Provide a detailed implementation team list with roles, of Proposer’s employees and those of the subcontractors or sub consultants to be assigned to this project, including work to be performed.
- b. 53a. How does the system calculate and distribute interest earnings?

F. Replace the items listed below in the Proposer Information document, with the following revised language:

- a. Item #16 – “Describe Proposer’s implementation approach. If a phased approach is recommended, please describe each phase’s project plan, timeline, scope, deliverable milestones.”
- b. Item #25: - “Describe the data conversion methodologies, processes, conversion programs and any third party data conversion tools for the implementation.”

G. In Proposer Information Document

Attachment 1 – Item # PU 152 – “Ability for Contracts, Blanket Purchase Orders, and ...”

Replace # PU 152 completely with the following language:

“Ability for purchasing documents (contracts, purchase orders, etc.) to track compliance with grant agreement purchasing-related requirements. This capability must extend to restrictions for encumbrances and payments from grant funds when the purchasing document is not in compliance with the grant specifications.”

H. 1. In RFP Section 2.5 – List of Attachments and their titles:

Replace existing Attachment L title and:

- a. New title of Attachment L is “Oracle Certified Training Matrix”
- b. Add new “Attachment N – End Users Training Matrix”

2. The revised Attachment L is attached.

3. The new Attachment N is attached.

I. In Scope of Services - "Attachment B – ERP Computer Product Software Licenses"

Replaced existing with the attached new "Attachment B"

J. In Scope of Services

Attachment C -County's Current Computer System Interfaces

The following needs to be added to the first page:

Aviation and Water/Sewer Department Interface

Two-way interface with the existing PeopleSoft Financials/Supply Chain systems that support the Aviation Department and Water/Sewer Department.

K. The following link is a correction to link provided in Section 1.8 "Contract Measures", last sentence in section.

<http://www.miamidade.gov/business/reports-certification-lists.asp>

Attachments:

Attendance Sheet

Form B-1

Attachment L

Attachment N

Attachment B

All other information remains the same.

Miami-Dade County

Andrew Zawoyski, CPPD

Contracting Officer

cc: Clerk of the Board

Daniel Frastai, Assistant County Attorney